

Word 2007: Labels

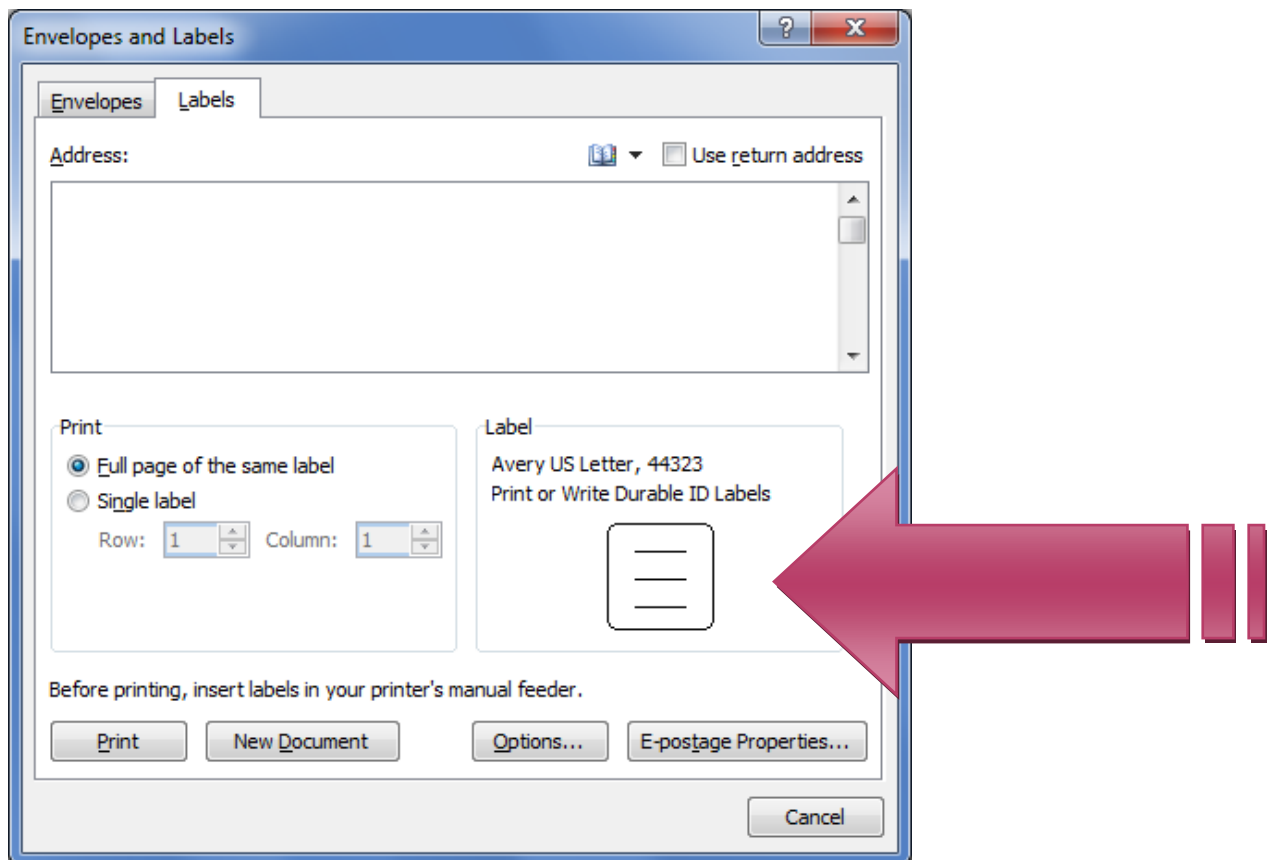
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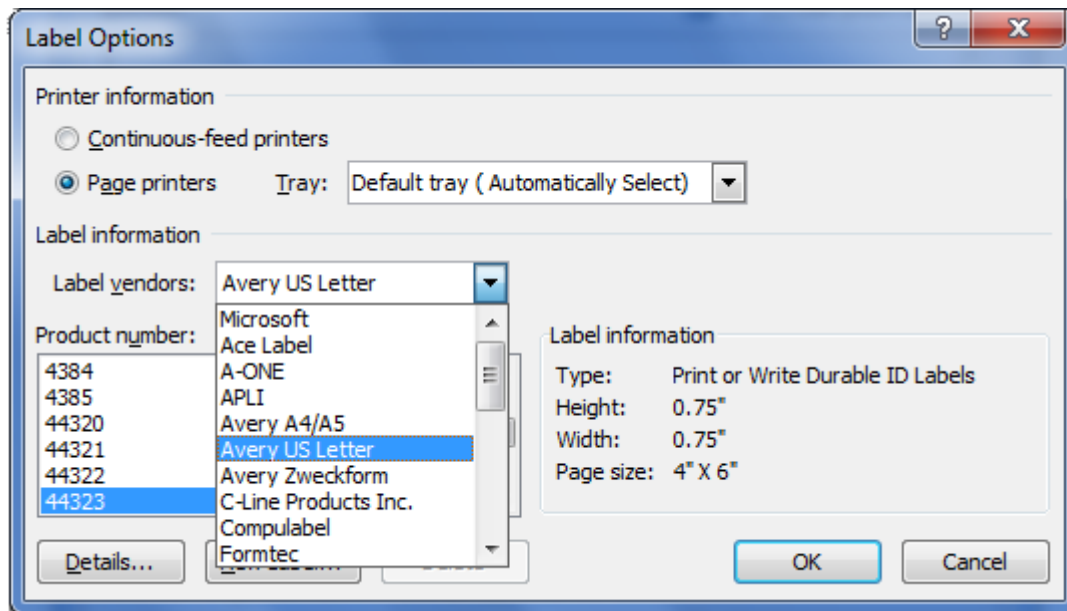
Creating Labels

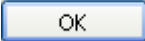


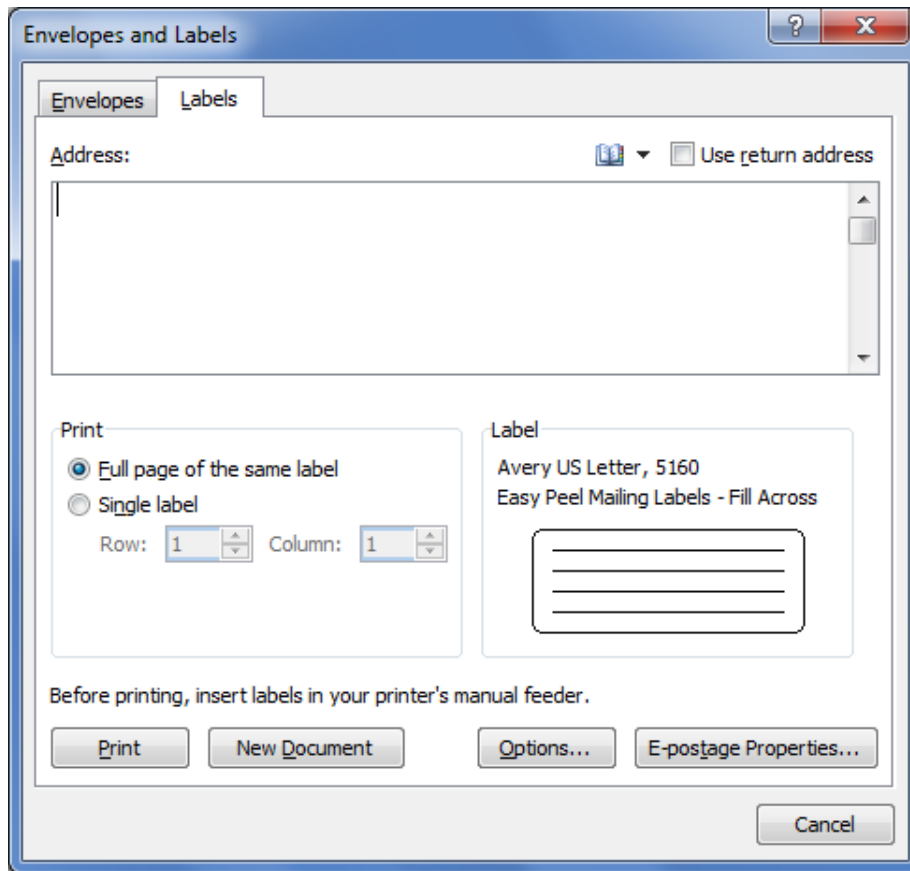
1. In Word 2007, click the **Mailings** tab.
2. Click **Labels**.



3. Click the picture of the label from the pop-up screen.



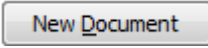
4. Click the down arrow next to **Label vendors** and find the manufacturer of the labels that you're using.
5. Scroll down and find label number. The number should appear prominently on the label packaging.
6. Click 



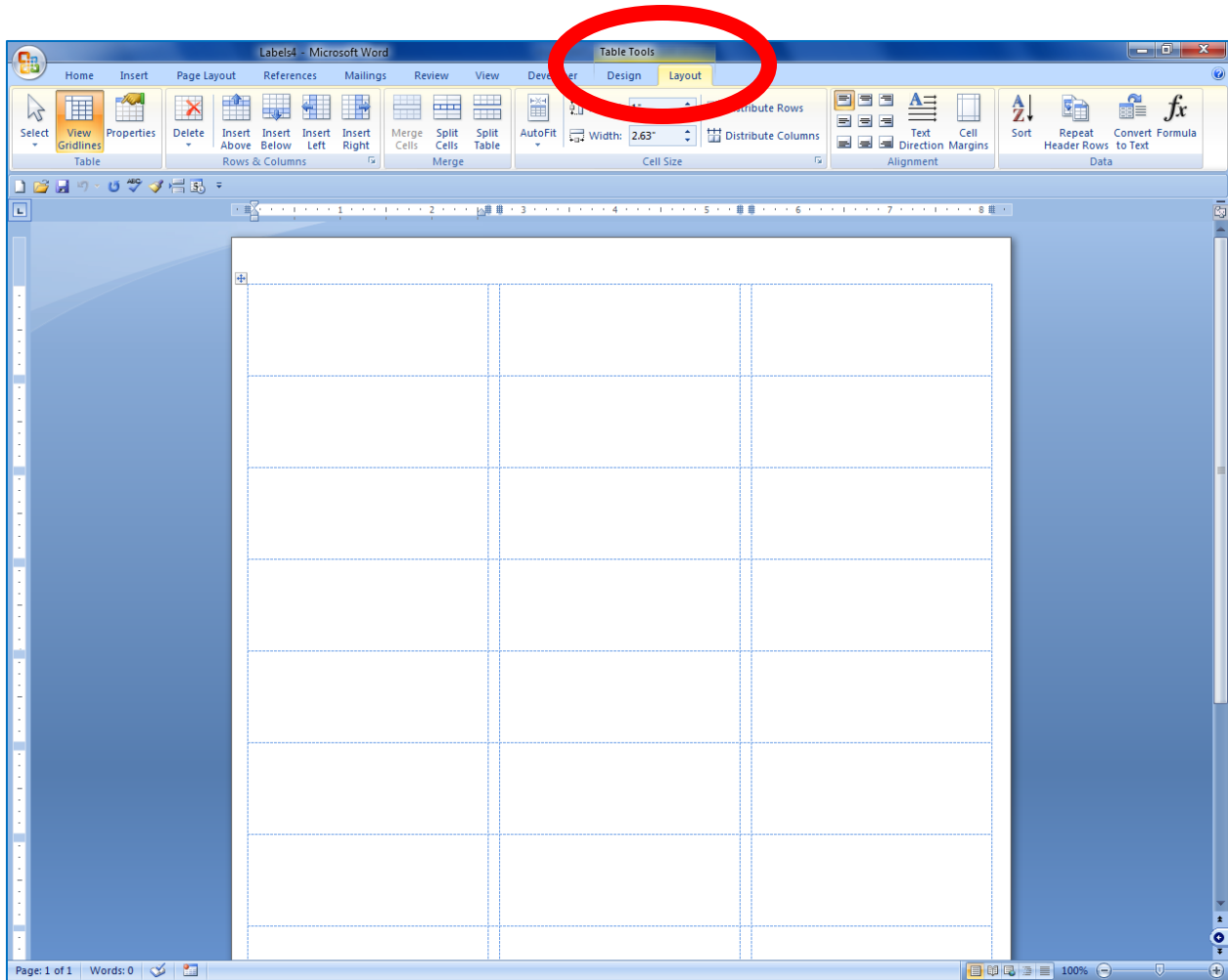
7. Click 



If you want a page of the same label:

1. *Type the label in the box under Address.*
2. *Make sure Full page of same label is selected.*
3. *Click *

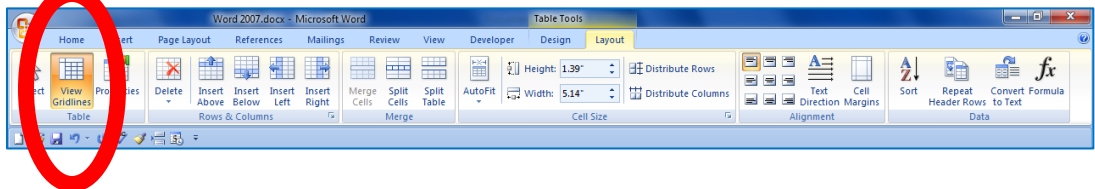
Word 2007: Labels -- continued



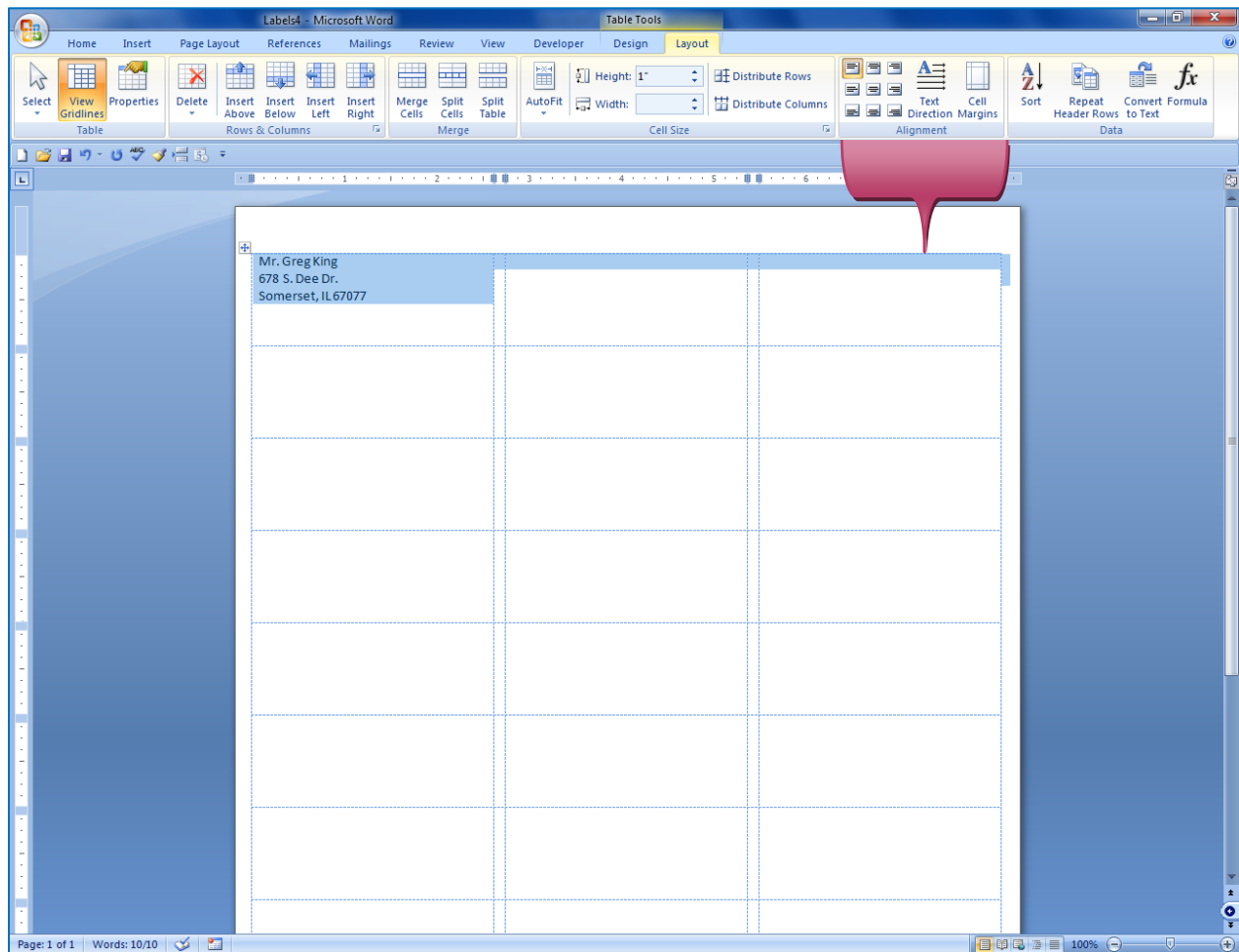
8. Table Tools appears at the top of the screen because labels are formatted tables.




*If you don't see light blue lines in the background, click **Table Tools/View Gridlines** from the **Table** group.*

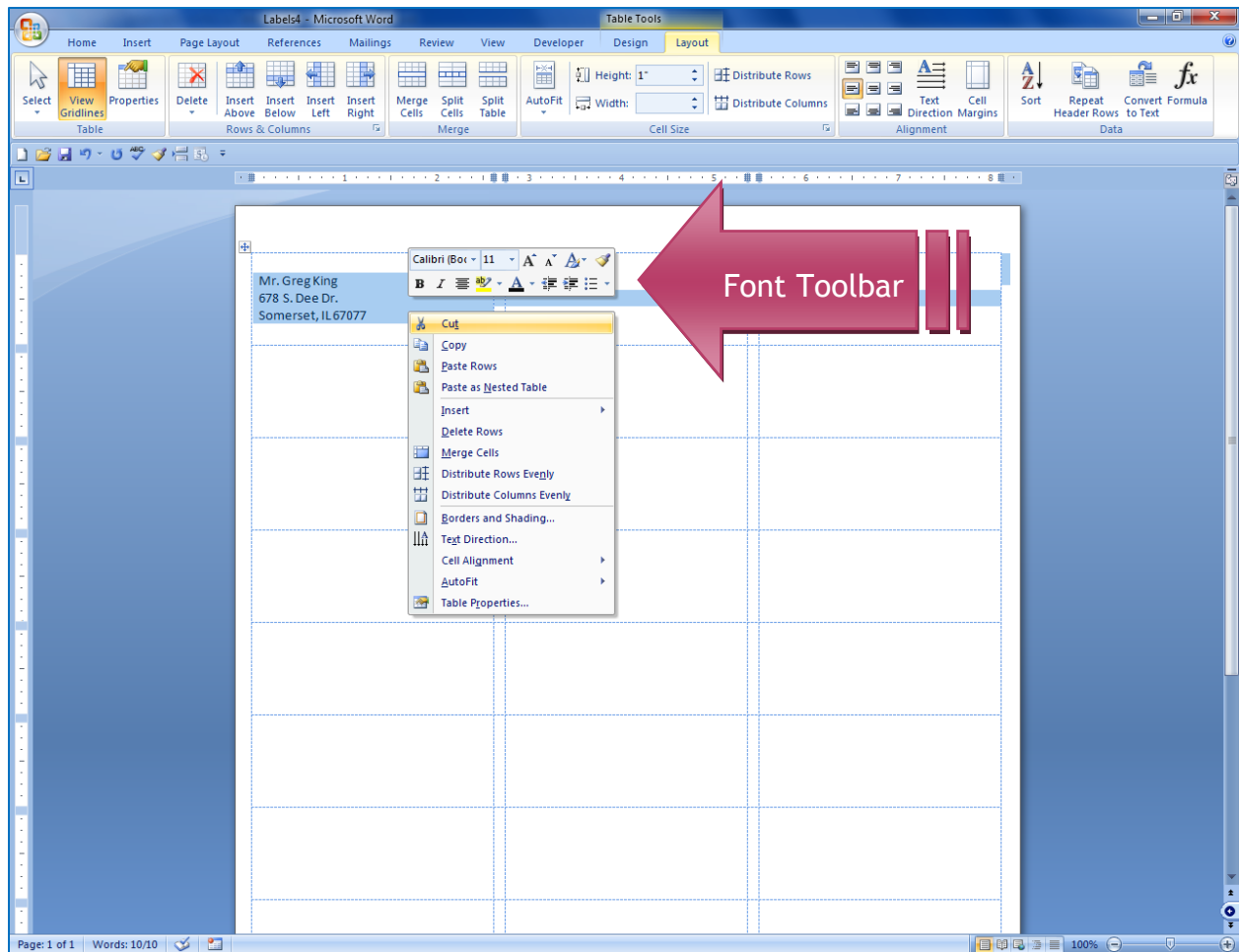


Formatting Labels



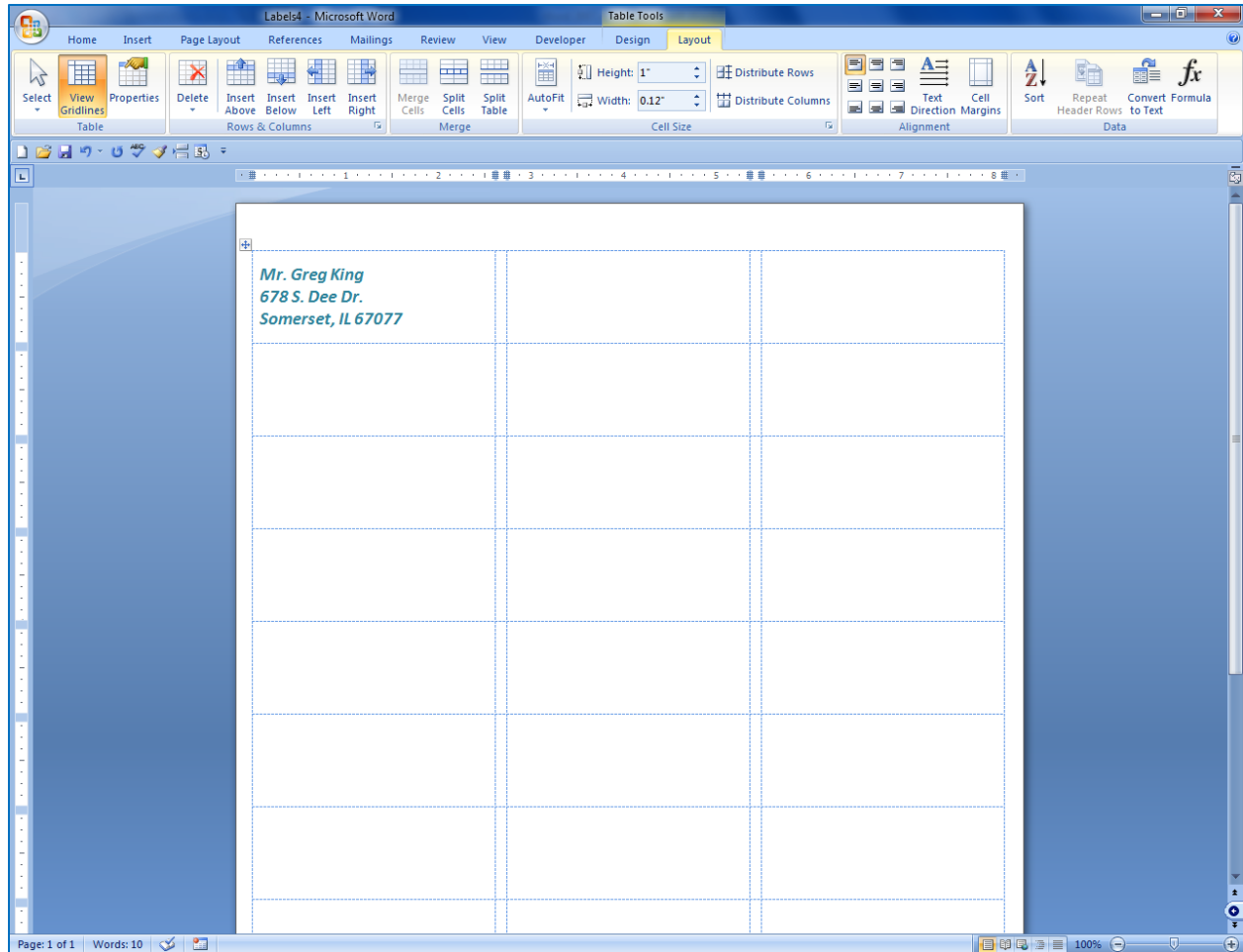
1. Type the first label or as many labels as you wish.
2. Highlight the label. To highlight the entire document, hold down the **Ctrl** key on the keyboard, and then press the **A** key that is on the keyboard. Let up on both keys.
3. From the **Alignment** group you can change how the type is displayed. Let's center the type in the label; however, keep it flush left by clicking 

Word 2007: Labels -- continued



4. To change the font, font size, and/or the font color, RIGHT click the label. **Note:** If you select all the labels, Ctrl + A, you can format all the labels at once. See #2 above.
5. Click the tools from the Font Toolbar.

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It's always a good idea to print the first page of labels on a piece of paper to see if they line up correctly.